

EFFECTIVE

April 1, 2021.

Subject(s)**Administrative Policy Human Resources (APR) 210,
Reasonable Accommodation**

An employee must complete a CS-1668, Reasonable Accommodation Request, form per the instructions on the form and policy.

To have a workstation height adjusted submit a DHS-2113, Work Request, form to the MDHHS-Occupancy-Services-RAOrders@michigan.gov mailbox.

Upon receipt of the email copy from RAC, BOS will obtain quotes and request completion of a MDHHS 5718 and MDHHS 2113 from the employees work location. The work location will send the completed MDHHS 5718 form to DeRoseM@michigan.gov for the MDHHS business approval (18 level administrator).

Reason: Change in form number and remail addressess.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APR 210](#)